

LOCAL RECORDS COMMISSION OF COOK COUNTY

Minutes
April 09, 2019

A meeting of the Local Records Commission of Cook County was held in the State of Illinois Video Conferencing Centers in Springfield and Chicago. The meeting was called to order at 11:02 A.M. by Dave Joens, Director of Illinois State Archives and designee for Jesse White.

CHICAGO SITE:

Members Present: Ivana Dabizljevic for Lawrence L. Wilson, Cook County Comptroller; Kathy McKee, Cook County State's Attorney's designee.

Members Absent: Martha Martinez, Cook County Board President's designee and Chair of the Commission; Michael Peters on behalf of Brian Bannon, City of Chicago designee.

Staff Present: None.

SPRINGFIELD SITE:

Members Present: David Joens, Director of Illinois State Archives and Secretary of State designee; Ian Hunt, designee for the Illinois State Historian.

Members Absent: None.

Staff Present: Robert Boots, Chief Deputy Director of Illinois State Archives; Sandra Lucas, Senior Records Archivist; Carol J. Moreno, Administrative Clerk, Records Management Section.

Mr. Joens requested leave of the body to serve as Chair for the purposes of today's meeting. Leave was granted.

The minutes of the March 12, 2019 meeting of the Local Records Commission of Cook County were reviewed by the Commission. Ms. McKee made a motion to approve the minutes as submitted. Ms. Dabizljevic seconded the motion. The motion carried and was approved unanimously.

OLD BUSINESS:

Mr. Joens mentioned that he has been keeping up-to-date on the progress of legislation relevant to the Local Records Act and has nothing new to report since the last meeting.

NEW BUSINESS:

The commission reviewed the 2019 Cook County Local Records Commission Meeting Schedule. It was noted that the November 12th meeting will be on a Tuesday not a Wednesday.

New Applications

The Local Records Commission of Cook County reviewed the following new application:

19:007C–Lansing Board of Fire and Police Commission (Lansing). Mr. Joens noted that budget records were not included in the application's record series list and inquired whether this item should be included. Mr. Boots explained that the agency's budgets are handled by the Village of Lansing. Mr. Hunt made a motion to approve 19:007C as submitted. Ms. Dabizljevic seconded the motion. The motion carried and was approved unanimously.

Application Add-Ons and Amendments

The Cook County Local Records Commission reviewed the following add-ons and amendments:

10:010C–City of Palos (Palos Hills) There were seven add-ons (items: #162, #163, #164, #165, #166, #167, #168) and thirteen amendments (items: #13, #17, #22, #27, #43, #52, #68, #70, #83, #98, #124, #140, #157). Ms. McKee made a motion to approve the add-ons and amendments for 10:010C as submitted. Mr. Hunt seconded the motion. The motion was approved unanimously.

14:027C–Village of Inverness (Inverness) There were three add-ons (items: #237, #238, #239) and five amendments (items: #116, #118, #156, #166, #228). At the request of Mr. Joens, Mr. Boots provided an explanation of the record series title, *Crimes of Opportunities*, item #237. He said the title refers to a crime prevention program designed to alert the public to specific conditions which provide opportunities for criminal activity to occur. Mr. Boots said that police officers, while on patrol will leave a form on a vehicle or at a house if they see open or unlocked doors or another situation that would invite a crime to occur. The form serves as a notification to the vehicle or home owner to be more careful. Mr. Joens proposed the addition of the word "Notices" to the record series title for item #237 so that it will read as, *Crimes of Opportunities Notices*. Ms. Dabizljevic made a motion to approve 14:027C as amended. Ms. McKee seconded the motion. The motion carried and was approved unanimously.

15:001C–METRA (Chicago) There were two application amendments (items: #107 and #1400). Ms. Dabizljevic made a motion to approve the amendments for 15:001C as submitted. Mr. Hunt seconded the motion. The motion carried and was approved unanimously

PUBLIC COMMENT:

None.

The date of the next meeting of the Local Records Commission of Cook County is scheduled for 11:00A.M. on Tuesday May 14, 2019 at the Illinois Department of Central Management Services' Video Conference Center located in Room 9-035 of the James R. Thompson Center, 100 West Randolph, Chicago, Illinois and the CMS Video Conference Center located in the LLCC-Capital City Training Center at 130 West Mason, Springfield, Illinois.

ADJOURNMENT:

Mr. Joens said the agenda will remain lighter than normal for Chicago until the Local Records Archivist position is filled and appreciates the commission's attendance to the shorter meetings.

Mr. Hunt made a motion to adjourn. Ms. Dabizljevic seconded the motion. The motion carried and approved unanimously.

Minutes submitted by: Carol J. Moreno, Administrative Clerk, Records Management Section.